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ABSTRACT

Since 1978 federal legislation and regulations have required that Teacher Corps projects involve the participation of elected councils of at least seven members representative of the parents and other residents of the communities within the boundaries of the project schools. This booklet provides materials intended to assist in the organization and conduct of the necessary council elections. Part I presents practical alternative solutions to problems that frequently occur in such aspects of elections as solicitation of candidates, determination of eligibility, establishment of voting districts, selection of an election procedure, and processing of ballots. Part II contains sample materials suitable for use in Teacher Corps-related community council elections, including notices, voter lists, voter guides, and ballots. Part III is a checklist for use in preparing for and conducting elections. (PGD)

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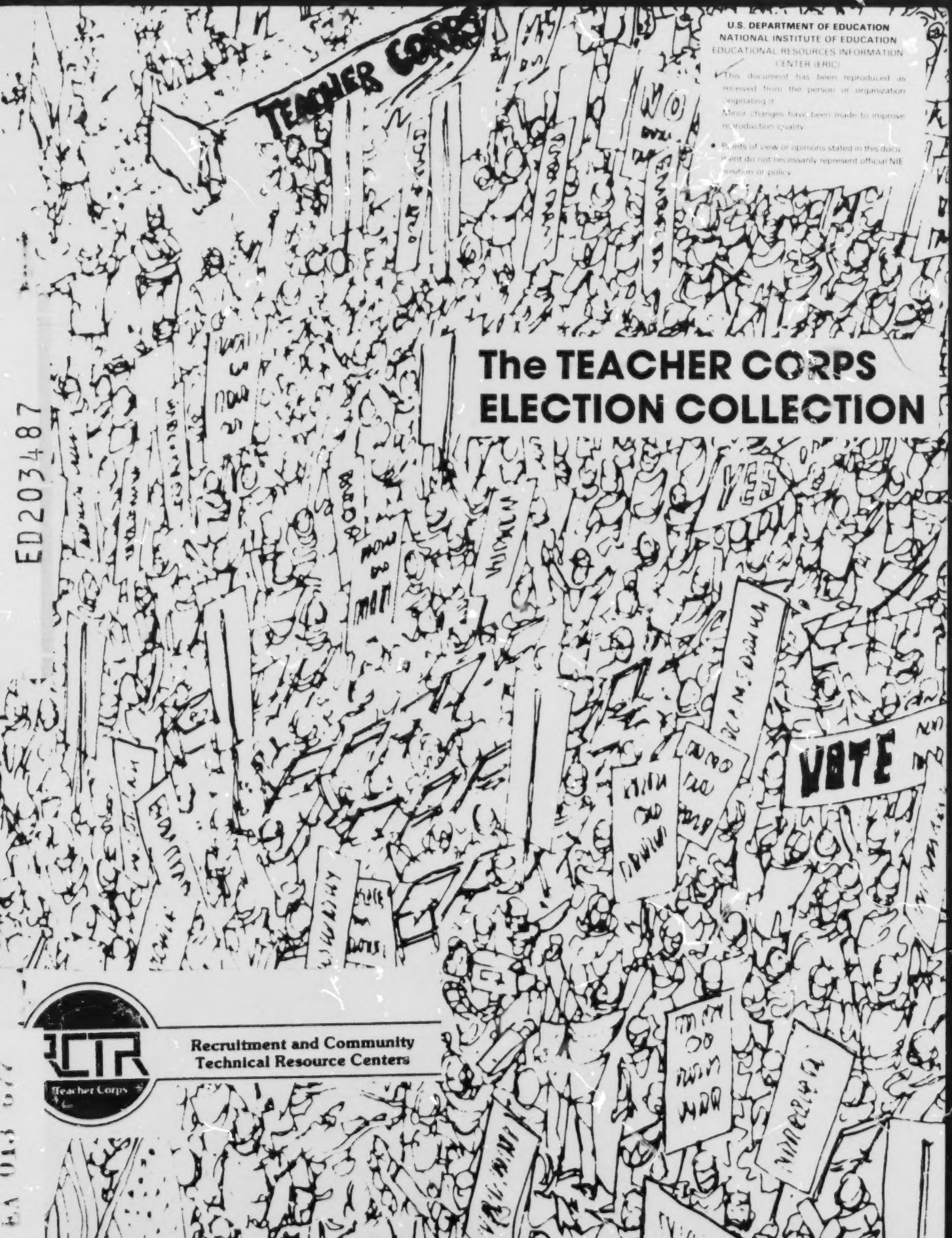

The TEACHER CORPS ELECTION COLLECTION

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RCTR
Teacher Corps

Recruitment and Community
Technical Resource Centers

THE
TEACHER CORPS
ELECTION COLLECTION

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PUBLISHED BY

THE TEACHER CORPS RECRUITMENT

AND

COMMUNITY TECHNICAL RESOURCE CENTERS

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PREFACE

The election of Community Councils is a new requirement for Teacher Corps projects. Elections are complicated events which call for careful planning and close supervision. If Teacher Corps projects are to have successful Community Council elections, they must be thoroughly aware of practices and procedures which may reduce the possibility of election related problems.

In order to provide Teacher Corps project staff with some insight related to potential problem areas in conducting elections, the Recruitment and Community Technical Resource Centers have been responsible for developing Community Council election materials. The Election Collection is a sequel to the first document in an election series, A Resource Guide for the Organization and Election of Community Councils. The Election Collection is directed toward three major needs:

1. A need for situational problems related to the election process which Teacher Corps projects may encounter.
2. A need for materials, forms, and samples of election materials which may be adopted for use in Teacher Corps Community Council elections.

3. A need for a checklist of election procedures to use as a guide in preparing for and conducting Community Council elections.

It is hoped that Teacher Corps projects, as a result of studying both publications, will feel confident and competent in organizing as well as conducting Community Council elections.

Introduction

The purpose of this booklet is to provide guidance and assistance for the prevention of unnecessary problems related to organizing and conducting Community Council elections. Part I - Election Problems: Searching for Alternatives, provides the reader with some practical alternative reactions to problems which may have been unavoidable or are simply inherent to the election process.

Part II - Materials, Forms and Samples, contains election materials which a project may opt to use by adapting the samples to reflect local project identification. These sample materials have been developed as a result of studying elections and election methods. They have been modified to reflect a Teacher Corps setting. It is possible that election materials different from those presented may also be utilized. The "Collection" is offered for generating ideas as well as a ready to use source.

Finally, Part III - The Election Checklist, serves as a checklist in preparing for and conducting elections. Steps in preparing for an election, conducting an election, and following the election have been identified as a guide for Teacher Corps projects planning Community Council elections.

Part I
ELECTION PROBLEMS: SEARCHING FOR ALTERNATIVES

Election Problems: Searching for Alternatives

This section provides problem situations related to the election process which Teacher Corps projects may encounter. The situations have been arranged to follow a general sequence from a concern about initial publicity to what to do after the election. It should be pointed out, however, that it is likely that not all situations will be encountered by all Teacher Corps projects.

The situations included in this part are:

1. Information, Please!
2. Why Run?
3. Wanted: An Election Board
4. Boundaries of the Voting District
5. Deciding on an Election Method
6. Election Rules
7. Insuring Ethnic Representation
8. A Caucus
9. Planning an Election Convention
10. Problems of the Mail Ballot Method
11. Choosing a Polling Site
12. Printing Ballots
13. Absentee Ballot
14. A Candidate's Eligibility is Challenged
15. Challenging Voter's Eligibility

16. Counting Ballots

17. A Spoiled Ballot

18. A Candidate Demands a Recount

19. Election Results in a Tie

20. After the Election

SITUATION 1: *Information, Please!*

The Teacher Corps planning committee has just been notified of the grant award. They are meeting to discuss publicity and what to do next. What are some strategies for publicizing the project and Community Council election?

- -

Discussion: It is possible that increased community awareness of the Teacher Corps project is the first priority of the planning committee. An extensive information program indicating the need for community participation may be initiated in the first four weeks of the project. Some information about the purpose and function of the Community Council ought to be provided. Specifically, the community should be informed that within a short period of time people will be requested to take part in an election for the Community Council.

Suggestions for an information program include:

1. Meetings may be held in the community with various civic and parent groups, clubs and church organizations.

2. Teacher Corps planning committee members may want to discuss the project with individuals who are recognized leaders in the community.
3. School parent groups could become involved in clarifying the goals of the Teacher Corps project.
4. News releases could be prepared and disseminated.
5. The school newspaper could be used as a source for publicity.
6. Handouts describing the Teacher Corps program could be distributed throughout the district.
7. People could be encouraged to suggest potential candidates for the Community Council.
8. Include in the publicity criteria for candidates, such as, ability to work with the local school system, deal with the college or university, someone who is aware of community needs which are compatible with the project, someone who could contribute to the purposes of the project.
9. It may be reasonable to include some indication of areas to be represented on the Council, e.g., geographic area, ethnicity, sex, etc.

SITUATION 2: *Why Run?*

The temporary planning committee for the Teacher Corps project has been involved with pre-election activities for four weeks. Reports indicate that there is a very small response from the community in terms of interest in becoming a candidate for the Community Council election. What are some strategies for encouraging, soliciting and getting people interested in becoming a Community Council member?

- -

Discussion: Many people do not think of themselves as a leader or person whose opinions are of value to others. Sometimes they need the reassurance and support of people who know them. Canvassing of the community often results in numerous suggestions for possible candidates. Not only does this indicate which people are viewed as leaders but it also encourages potential candidates to run in an election because there is public support. This positive reinforcement stimulates interest in candidacy and also generates enthusiasm among a larger group of people, namely those supporting a candidate. Enthusiasm is contagious! Persons soliciting candidates need to be positive, energetic and encouraging. Get them to be "the first on their block" to run.

Here are some other suggestions which may serve as a motivating influence for getting people to be candidates:

1. Organizing and involving people in work sessions designed to develop the role of the Community Council.
2. Asking people outright to consider becoming a candidate.
3. Provide a small stipend for serving on the Community Council.
4. Approach existing parent groups, community organizations and school related groups to identify potential candidates.
5. Encourage community groups to utilize the caucus for identifying and supporting candidates.

SITUATION 3: *Wanted: An Election Board*

The Teacher Corps planning committee is meeting to discuss the Community Council election and how it should be conducted. Someone suggests that an election board be responsible for the Community Council elections. What considerations should be given to the composition of the board?

- -

Discussion: In the preparation of the Teacher Corps proposal the LEA, IHE and Community representatives were involved in development and signed off on the proposal. Usually this group plus a few others (to reflect the total community) may comprise the planning committee. The identification of the election board may be the first critical step to set the tone for the total Teacher Corps project. The composition of the election board should reflect all components of the project and community.

After the board has been selected and announced in the media, a short period of time (a week or two) may be provided for comments and reactions from the community regarding board composition. Some groups may have been inadvertently omitted and would like representation. Following the brief waiting period, which may be

interpreted as a test of credibility, the election board may want to attend training sessions which will provide the board with appropriate skills to conduct a fair and democratic election. It may be a good idea to have a person who is experienced in conducting elections appointed to the election board.

SITUATION 4: *Boundaries of the Voting District*

The election board is trying to define boundary lines for the Community Council voting district. Someone suggests drawing boundary lines on a school district map. Considerable discussion arises on the school attendance areas in the project. What are some factors to consider in drawing boundary lines?

- -

Discussion: Perhaps the first consideration should be reviewing Teacher Corps regulations as published in the Federal Register. The following is an excerpt from the Register on defining criteria for a project school. For purpose of review, however, the board may want to look at the total document.

172.12 Project schools

(a) Each project must include two to four complete schools which together include all grade levels provided by the local educational agency. This must include at least grades one through twelve. The schools selected must be a feeder system. This means that a majority of pupils enrolled in the elementary school progress to the high school or to the intermediate school, if an intermediate school is included, and that a majority of pupils from the intermediate school progress to the high school. If the applicant local educational agency does not have a feeder system as described in this paragraph, the following are acceptable alternatives:

(1) A single school if that school includes grades one through twelve; or
(2) More than four schools where additional schools are needed to include all grade levels in the feeder system; or
(3) More than four schools where one or more schools in the feeder system employ twelve or fewer teachers; or
(4) Two to four schools in a feeder system which does not include a high school (grades eight or nine through twelve) if the high school is in a separate local educational agency.

(b) If the alternatives in (a) do not meet the need of the applicant local educational agency, it may propose another arrangement provided that the entire educational staffs of schools serving a definable low income community are included.

(c) Each school included in the project which includes elementary grades must be eligible for a project under Title I of the Elementary and Secondary Education Act of 1965.

(Sec. 513(a) (3), 20 U.S.C. 1103(a) (3).)

After reviewing the regulations the board may be able to resolve the situation. Should problems still arise, it may be necessary to negotiate some election rules to accommodate unique project characteristics. For example, in a large urban area a Teacher Corps "magnet" school may enroll students from throughout the total district. The election board would have to consider the question, "Would parents from the total urban district vote?" In some school districts there are reasonably well defined attendance areas due to the existing geographic pattern of attendance for a magnet school.

The election board may want to publicize the final decision and use a short period of time for community reaction as a test of credibility for the decision.

SITUATION 5: *Deciding on an Election Method*

A Teacher Corps project is faced with selecting one of three election methods: polling site, mail ballot, or convention. What kinds of considerations should influence the selection of the method to be utilized in conducting the Community Council election?

- -

Discussion: In deciding what kind of an election method to use, projects should consider such things as density of population, access to polling sites, transportation, funds available, amount of time to organize and conduct an election, and proficiency of staff in the election process.

Actually, any election method may be used in electing Community Councils, providing they are fair, legal, and conducted in the spirit of the democratic process.

Projects might consider the following rationale for matching election methods to sites:

Preferred Method	Reasons
Mail Ballot	- inaccessibility of voters - wide geographic area - transportation

Preferred Method	Reasons
Polling Place	- easy access to polls - voters within easy reach of polling sites
Convention	- election process is expedited - candidates are accessible - election period is short
Any combination of methods	- projects should study problems related to conducting an election and the logistics which reflect local requirements.

SITUATION 6: Election Rules

The election board is meeting to formulate rules for the Community Council election. There seems to be some concern over which election rules would be appropriate for this kind of organization. Are there basic election rules which should be included?

- -

Discussion: The first major task of the election board is to formulate election rules. Rules should be developed to reflect the needs and unique characteristics of the community, to encourage a broad base of participation, and to accommodate the demographic characteristics of the community. The project may desire to engage a third party (consultant) to assist in developing a set of rules. The Teacher Corps Recruitment and Community Technical Resource Centers (RCTR) have Local Community Council Consultants (LCCC) available for assistance to Teacher Corps projects.

The election board may want to consider the following general election factors in their deliberation on rules:

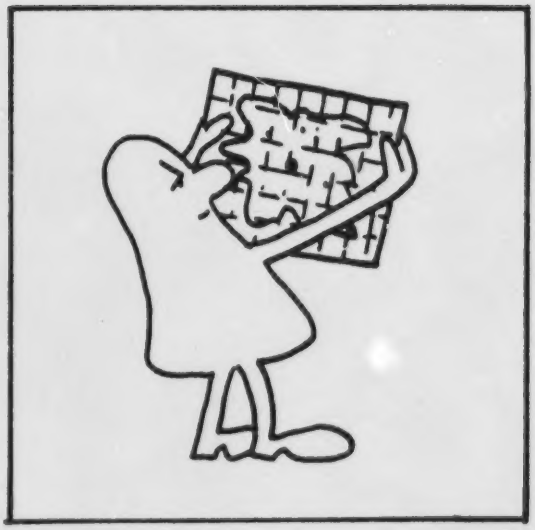
1. Dates for election. The project must conduct the Community Council election within three months after notification of grant award. Moving backward from the end of the three month deadline may be of value in establishing a timeline.
2. Candidacy eligibility. The Council must include: (1) parents of children in the Teacher Corps schools and (2) representatives of the non-parent group per Teacher Corps regulations. The board may also want to consider criteria such as minimum age (may want to include high school students), residency, and citizenship.
3. Voter eligibility. Generally a rule on voter eligibility includes criteria as minimum age, residency, and registration. In some Councils similar to the Community Council, high school students participate in voting.
4. Voting district. This is discussed in Situation #4.
5. Verification of voter eligibility. Social security cards, birth registration documents, baptismal certificates or driver's licenses are generally accepted. In some cases, utility bills, identify verification by an acknowledged

source, or personalized checks may be considered as valid identification.

After the rules are developed they should be published and distributed throughout the district. The board may wish to have a response period provided for suggestions from the community.

SITUATION 7: *Insuring Ethnic Representation*

The election board is discussing possible alternatives for insuring ethnic representation on the Community Council. A question is raised on whether equal representation might be considered as tampering with the election process. What are some guidelines for achieving balanced ethnic representation on the Community Council?



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Discussion: The most effective procedure to insure ethnic representation is to incorporate it as a policy in the statement of election rules. Consideration may be given to (1) percentage of ethnic representation in the school enrollment, (2) proportion of ethnic population within the voting district, and (3) proportion of ethnic geographic area within the district.

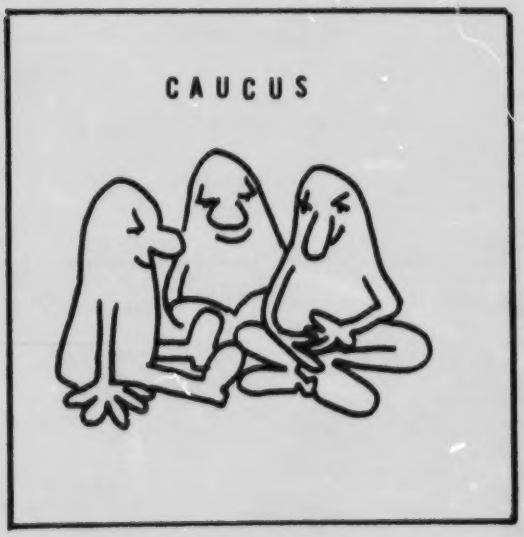
Consideration may also be given to the appropriate representation based upon ethnicity, age, sex and demography. If, through the regular election process, such representation is not achieved, the elected Community Council may decide to appoint individuals from within the election community for adjunct or official Council membership. Guidelines may be developed for such appointments and included in the by-laws for the Community Council.

It is strongly advised to settle differences of opinion regarding fair representation in the election board meetings. It should be clarified in these meetings, where policies are being established for election rules, rather than after the election.

The key guideline is to strive for representation from all aspects of the community.

SITUATION 8: A Caucus

After hearing and reading about the Teacher Corps project and the forthcoming Community Council election, a group of residents and parents begin discussing the merits of the proposed program. As a result of several impromptu, informal get-togethers, someone suggests a caucus in order to deliberate the development of a slate of potential candidates. A member of the election board questions the appropriateness of caucusing. What is a caucus and what is its purpose?



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Discussion: In political and election settings, a caucus is usually a closed meeting of a group of persons belonging to the same political party or faction. The purpose of the meeting is usually to select candidates or decide upon policy.

In a Teacher Corps setting, the parents and residents within the boundaries of the schools involved in the project, should also be made aware of their right to caucus. That is, part of the public information program related to the Community Council election should include informing parents and residents that convening a caucus to promote the candidacy of individuals or groups of candidates is their prerogative. In this case, a caucus may be formal or informal, large group or small group, and

entirely at the option of the community participants.

A caucus is sometimes held:

1. To encourage community members to become actively involved in the project election.
2. To choose candidates or a "slate" representative of a feeder school.
3. To ensure representativeness of the community in the development of the list of candidates.

SITUATION 9: *Planning an Election Convention*

The election board has decided to use the convention method for conducting the Community Council election. No member has had any experience in conducting such a meeting. What kinds of problems may be anticipated?

- -

Discussion: The convention method has the advantages of efficiency of time in conducting the election and responding to questions immediately. There may be a tendency to conduct the meeting on a rather informal basis. Strong consideration should be given to structuring a rather formal meeting to accommodate democratic processes. The following suggestions are provided which may alleviate possible problems and facilitate conducting the convention election:

1. Select a person who has had considerable experience in conducting large group meetings to serve as the chairperson.
2. Appoint a parliamentarian for the meeting.

3. Formulate election rules which will assure equal representation of voters within the district to prevent "stacking" the convention with a specific group.
4. Train poll watchers and election officials to monitor the convention.
5. Plan the agenda well in advance and indicate times as well as procedures for establishing agenda items.
6. Establish official times to open and close meetings.
7. Identify the time period and the procedures for nominations.
8. Decide how votes will be cast, by ballot or some other process.
9. Provide for official record keeping of the convention procedures.

SITUATION 10: *Problems of the Mail Ballot Method*

The Central City Teacher Corps Project decides to utilize the mail ballot method of election. The procedures have been pretty well worked out but there remain some questions as to how the election can be held through the mails and still remain free of confusion. Someone suggests establishing a set of guidelines for anticipating problems.

- -

Discussion: Rules for conducting the election no matter which method is used, should be developed beforehand and understood thoroughly by those responsible for guaranteeing a fair and legal election. In developing a set of rules for conducting a mail ballot election, one should consider the following items:

PRINTING 1. In the printing of ballots, candidates should be listed as they register their confirmation to be a candidate, or at random. Alphabetical lists of candidates are not allowable for obvious reasons. Accuracy of spelling of names is a must.

MAILING 2. Mailing of ballots includes providing a self-stamped envelope for returning the ballot.

SECURITY 3. Ballots should be returned to a post office box, rented for the election, in order to insure security.

TIME 4. Enough time for the mailing and return of ballots must be allowed to avoid the consequences of mail mix-ups or forwarding of mail.

DEADLINE 5. A receipt deadline for the return ballot should be established since post-marking of mail has been terminated in most postal areas.

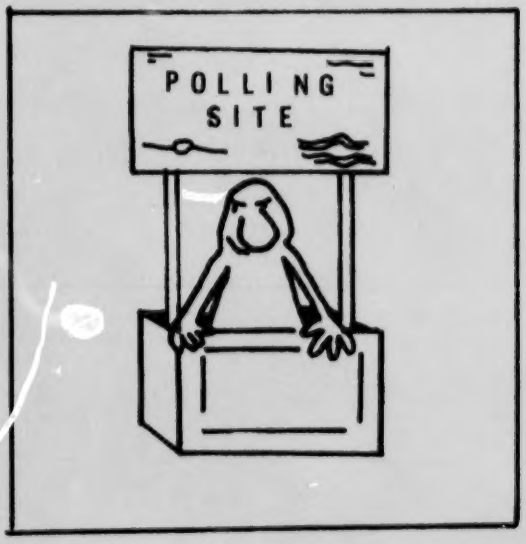
SPOILED BALLOTS 6. Rules for spoiled ballots should include:

a. Envelopes which have no signatures
b. Envelopes which have no identification
c. Envelopes issued to one person and returned by another
d. Envelopes returned by persons whose names do not appear on the eligible voter list
e. If the ballot is signed, it should be considered void to safeguard anonimity
f. Write-ins should not be allowed

(See Mail Ballot procedure in Section II for clarification of the process to be used in mailing and returning ballots.)

SITUATION 11: *Choosing a Polling Site*

A Teacher Corps project election board has decided to conduct a Community Council election utilizing a polling place method. What are some issues to be considered when choosing a site?



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Discussion: Suggestions for selecting a site may range from using the schools involved to using donated space, such as: store fronts, churches, or recreation centers, etc. The election board may consider the following when deliberating a potential polling site:

ACCESSIBILITY 1. Generally, a large turnout of voters is desired for the Community Council election. The site should be a place with which everyone is familiar and accessible to most voters. Centrally located sites are "fair" to all voters given a relatively even population distribution. If there are "pockets" of population it may be reasonable to have several sites for voting.

COST

2. In many cases donated space will be available for conducting an election. If expenses are involved for space rental, it may be a factor for considering several alternate sites. In addition, the election board may have to make arrangements for expenditures related to using materials and equipment necessary to conduct business, e.g., tables, chairs, ballot boxes, voting machines.

NEUTRALITY

3. Is the site a "neutral" and respected place? Voters may be reluctant to go to someone else's "turf" in order to vote. Here again, it may be reasonable to provide several voting places.

SECURITY

4. Safety and security for voters, poll workers and ballots should be provided at the polling site. The election board should be familiar with potential problems and may need to provide appropriate arrangements.

SITUATION 12: *Printing Ballots*

A candidate challenges the way a ballot is printed. The name was not placed in sequence as desired by the candidate. Are there regulations or alternatives for arrangement of candidates' names on the ballot?

- -

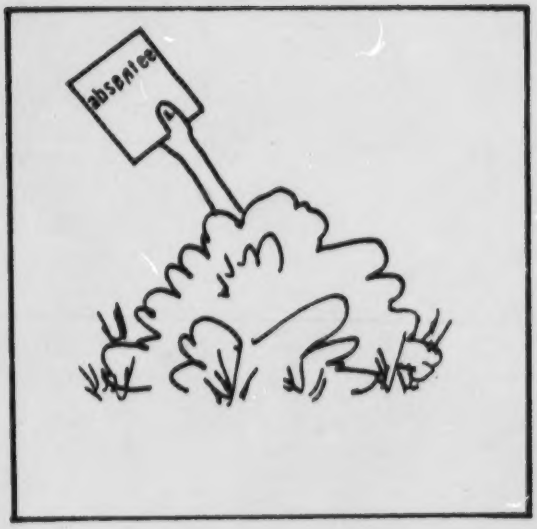
Discussion: The election board should include in the election rules a procedure for arranging names on a ballot. Alternatives may include:

1. Listing the names in order of their registration or filing date.
2. Listing names by random selection.
3. Listing names by geographic area.
4. Alternating names on a percentage of the ballots. For example, if there are ten candidates, 1/10 of the ballots would have a candidate's name first, 1/10 second, 1/10 third and so on. This procedure may be the most equitable for all parties concerned.

Regardless of the procedure adopted, the election board may want to solicit the approval or acceptance of the final ballot from all candidates. Checking with the candidates ahead of time lends credibility to the process.

SITUATION 13: Absentee Voting

In developing a set of election rules, someone raises the question of whether provisions will be made to allow absentee voting in the coming Community Council election. The discussion centered on defining an absentee and the process of arranging for absentee balloting with no resolution. Are there requirements or recommendations to consider for absentee voting?



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Discussion: Ordinarily, absentee balloting is provided for in elections for those who are in the service, or because of varied circumstances will not be in town on election day. Consideration should also be given to sick or physically disabled individuals wishing to participate. A person who requires assistance because of blindness may choose his own assistant.

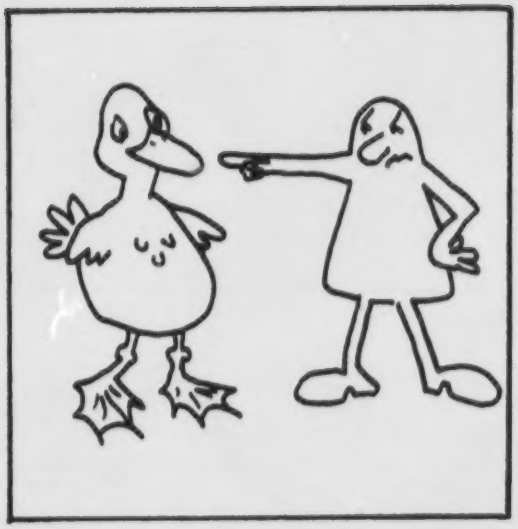
Some guidelines or rules for receiving absentee ballots are:

1. Application for a ballot should be made five days prior to the election.
2. Applications should be picked up from the Election Committee/Board office.
3. The ballot and envelope should be given to the individual representing the absentee or mailed to the absentee.

4. The voter should mail or have the ballot brought to a specified location.

SITUATION 14: *A Candidate's Eligibility is Challenged*

Upon receiving an election notice announcing the Community Council election, someone challenges the eligibility of a candidate. The Election Board is faced with the problem of resolving this issue. What are some of the considerations for handling the challenging of candidates?



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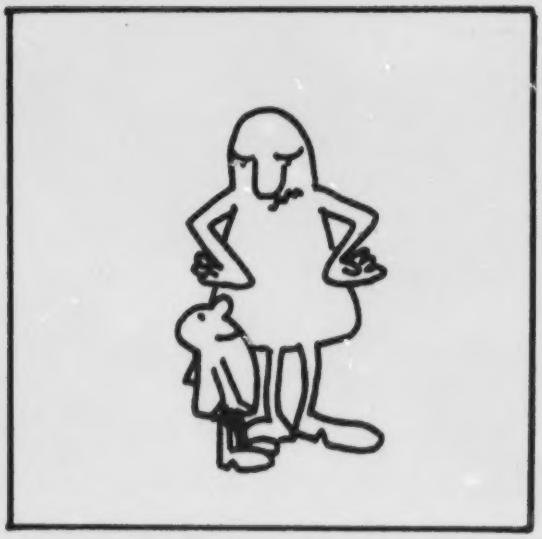
Discussion: In most instances, a challenge or a candidate's eligibility will probably not occur. Filing procedures may be structured in such a manner as to minimize the probability of problems in this area. These procedures include specific qualifications for candidates which are verified in some manner after the person submits an eligibility application. Specific formal procedures are usually detailed in the election rules.

The election board should establish specific procedures for responding to a challenge. For example, a specific period of time may be identified for the board to accept challenges. The challenge is recorded in the minutes of the election board meeting as accepted or not accepted. A formal response to the challenger is provided and publicized.

SITUATION 15: *Challenging Voter's Eligibility*

During a Community Council election, a voter is challenged by another voter who has some reason to question the eligibility of the challenged voter. There is some confusion as to how the eligibility will be verified and who will be the final judge. What are some guidelines for handling eligibility challenges?



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Discussion: Ordinarily, it is not expected that challenging the eligibility of voters in a Community Council election will occur very often. In order to reduce the possibility of numerous challenges, it is suggested that voting lists of eligible voters be developed prior to the election. However, the election board must establish in its election rules some process for responding to the challenge of eligibility.

Some provisions to consider are:

1. Matching signatures on voting lists if they are available when using the polling site or mail ballot method.
2. Asking for one or two pieces of identification to be presented upon request for a ballot. (Copies of payroll checks, utility bills, driver's license, mail, etc.)

3. Proof of age be given upon request.
4. Keeping the eligibility provisions simple:
   For example--eligible voters shall be:
   a. Parents of children at project schools
   b. Residents living within the school boundaries
   c. 18 years of age or older
5. Voters satisfying criteria on or before last date of voting.
6. Voter eligibility lists being confirmed by a small group from the electorate and preparing a formal announcement of their decision.

SITUATION 16: *Counting Ballots*

The election board is considering which election method to use for the Community Council election. The next issue to be discussed is how the ballots will be counted. What issues should be considered?

Discussion: Depending on the election method used, counting ballots can be a relatively easy procedure or may be replete with problems.

Polling Place Method: In the polling place method a paper ballot or voting machine is used for the voter to cast the ballot. After the closing of the polls, the election officials count the ballots if paper ballots are used, or register the numbers from the voting machine. Usually two election officials tally the votes and some procedure for confirmation is established. For example, another set of two election officials repeat the counting. In some cases election observers are appointed by the board to observe the counting process to add credibility to the process. The count becomes official when the counters report the results to the recorder and a public announcement

is made. Ballots are then stored for safe keeping during the challenge period.

Mail Ballot Method: This method increases the probability of error because of spoiled ballots. Envelopes misaddressed, ballots marked incorrectly, write-in names misspelled, late mailings, using unofficial envelopes, ballots opened prematurely, forged ballots and voters not following instructions are some of the possible problems which may arise in counting ballots, that is, determining which are "official" ballots and which are not. However, when the counting begins the depository is opened at the appointed hour and all the sealed mailed ballots are opened and tallied. Using two election officials to tally the votes with one or two official observers reduces the probability of counting errors. Upon completion of tallying the votes, the counters submit a report to the election board. In turn, the election board reviews the data and publicizes the results. All ballots are then stored for safe keeping until the challenge period is over.

Convention Election Method: In the convention method there are two possible procedures for voting: (1) by paper ballot, or (2) by show of hands or standing up. Using paper ballots would be the better procedure because it reduces the possibility of counting errors. However, election officials will have to monitor the voting itself

to prevent a person voting twice, making certain each person receives only one ballot, and that instructions for marking the ballot are followed. The counting process is conducted in much the same way as the two election methods. The counters report the data to the convention chairman and recording secretary. A formal announcement is made and recorded in the minutes of the meeting.

Showing of hands is the last acceptable procedure. The possibility of error in counting hands is obvious, especially if there are large numbers of people attending the meeting: (1) It is very difficult to identify whether a person votes more than once; (2) There is no permanent record to accommodate challenges; (3) Usually counting is done quickly by several election officials and this increases the chance of error; (4) More election officials are required to count and check and recheck the show of hands; (5) Voters get very frustrated with counts and recounts in this setting; (6) Sometimes it is difficult to determine if a person has a hand up or is stretching.

The advantages of the hand count procedure is that it is quick (usually), less cumbersome, less paper work, requires less pre-planning, and is less expensive. It seems obvious, however, that the disadvantages far out-weigh the advantages.

SITUATION 17: *A Spoiled Ballot*

The election officials are in the process of counting ballots. Some of the ballots seem to be marked in a questionable manner. An official asks for a ruling on accepting or rejecting spoiled ballots. Are there recommended procedures for reducing the possibility of spoiled ballots?

- -

Discussion: Once in a while a ballot will be returned which has been mutilated, marked incorrectly ("X" marked out of box), marked in two places instead of one, or a write-in candidate's name is illegible. The election rules should specify the conditions necessary for a ballot to be considered "spoiled" or invalid. The procedure for processing spoiled ballots must also be made explicit.

Appropriate voting instructions may be of some help in decreasing the possibility of having a spoiled ballot. The following directions may be included on the ballot:

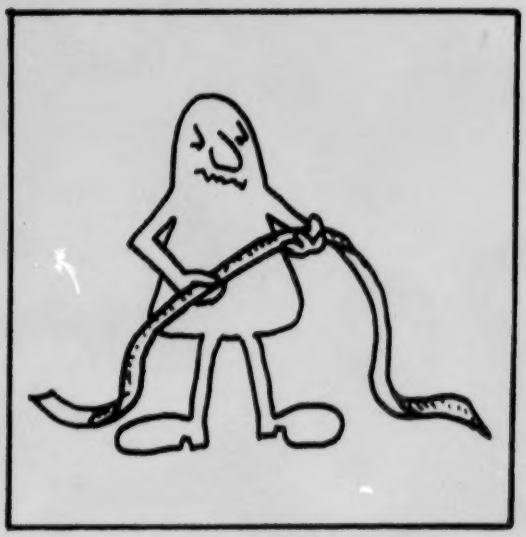
1. Please do not deface, soil or tear the ballot.
2. Do not erase any printed figure or word on it.
3. One may only erase marks made within the square.
4. A defaced or wrongly marked ballot is wholly void.

It is also recommended that the election board decide and specify the number of ballots a voter may receive to revote if the original ballot is considered spoiled. The decision on whether a ballot is spoiled should rest with the election board or officials.

Usually a spoiled ballot is recorded by number and not counted in the final tally. The spoiled ballot is kept with all the voting records as per election board policy for safe storage of votes.

SITUATION 18: *A Candidate Demands a Recount*

A candidate challenges the outcome of the election. An individual makes a variety of allegations including errors in the counting of the ballots. What are some factors to consider for rules for recounting ballots?



- -

Discussion: Hopefully, challenges for the Community Council election will be very few in number. However, every once in a while a challenge may occur. The election board should include specific procedures for a recount challenge in the election rules. Consideration should be given to:

PROCEDURE 1. Usually a formal written document is presented to the election board requesting a recount. In a convention election method there may be a request from the floor. The board will receive the request or statement and determine whether or not the challenge is valid.

TIME

2. A time period during which the challenge may be presented should be specified. This should be a relatively short period of time. For mailed ballots and polling place elections, no longer than a week should be allowed. Convention elections using hand counts should be more immediate and listed on the agenda. Perhaps five minutes would be adequate in this case.

RECOUNT

3. The election board clearly indicates who will conduct the recount. Depending upon circumstances, the election board may conduct the recount itself, or the board may appoint election officials for the task.

RESPONSE

4. Some provision should be made for a formal response to the challenger. The statements should include the results of the deliberation of the board or officials. This statement is then publicized in the community.

SITUATION 19: *Election Results in a Tie*

After going through three recounts of the balloting, the Election Board discovers a tie vote for the last seat on the Council. There is absolute certainty that the count is accurate. What are some provisions to consider in election ties?

- -

Discussion: The election board may want to formulate specific procedures to follow in event of a tie. It is probably unlikely that a tie will occur in a Community Council election. However, the election board should be prepared for such an eventuality. One formal procedure to break a tie would be to conduct a run-off election between the two candidates. Another procedure could be that one candidate would formally withdraw, thus declaring the remaining candidate the winner.

Sometimes informal procedures may be used. These procedures add a bit of drama and suspense to the election process. Informal activities such as drawing lots, flip of the coin, cutting of a deck of cards for high card are ways of settling some disputes. While a decision is

rendered using informal procedures there may be reluctance on the part of the community to accept "chance" procedures.

The Community Council may decide to keep the election records in their own office. Copies of election records should be provided to the project office for official Teacher Corps project files.

SITUATION 20: After The Election

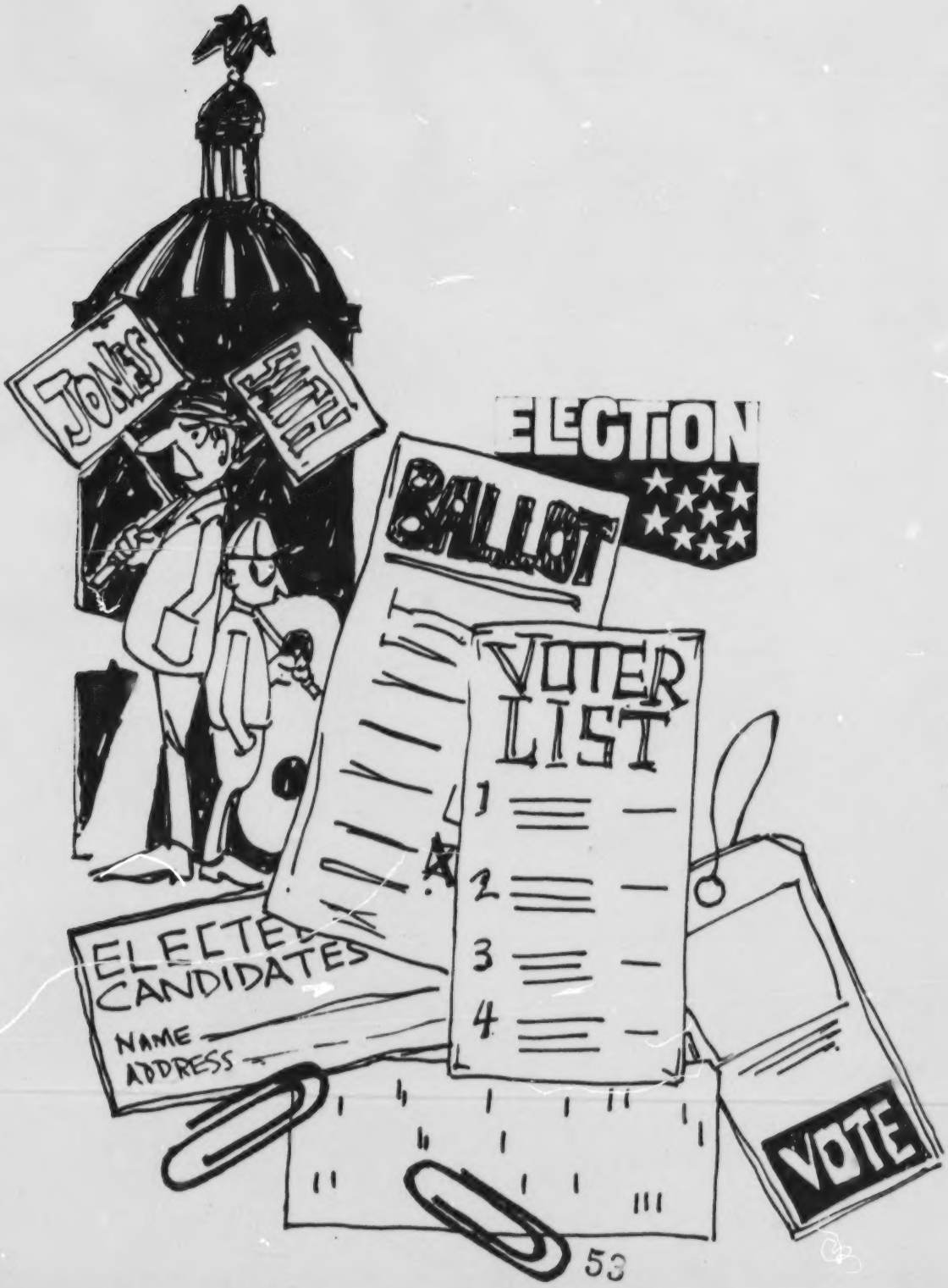
The election is over. Announcements of the winners are made. The project is faced with the problem of what to do with all the ballots and voting records. What is the responsibility for maintaining election records?

- -

Discussion: The election board should be responsible for establishing a procedure or policy for safe keeping and security of all ballots and records of the election. Consideration should be given to finding a safe place to keep the ballots, such as a school safe or a bank safety deposit box. Ballots need to be kept only as long as the challenge period is open, so use of a safe or safety deposit box would be a rather short time.

Minutes of election board meetings should become part of the official project records. Sometimes election records are kept for a relatively long period of time, for a year or the length of the project, in order to provide data for research on council elections.

Part II
ELECTION MATERIALS, FORMS AND SAMPLES



Election Materials, Forms, and Samples

The materials which appear in this section are a collection of election forms and samples which have been modified for possible use in Teacher Corps Community Council elections. They are presented as ideas for election organizers for the purpose of formalizing the election process in order to facilitate and encourage institutionalization.

The materials describe required information needed for fair, proper, and legal elections. Other examples may be easily adapted to reflect local project needs. Printers and others responsible for duplication of materials can easily convert to any of the forms presented to include information pertinent to the given project.

Following each sample material is a page describing how, when, or where the materials may be used.

The following materials have been included:

1. Election Notice
2. Election Calendar
3. Voter Promotional and Publicity Notices
4. Nomination Petition
5. Voter Eligibility List
6. Voter Verification List
7. Voter's Guide
8. A Ballot
9. Convention Ballot
10. Application for Absentee Ballot
11. Mail Ballot Procedure
12. Spoiled Ballots
13. Poll Percentage Card
14. Vote Chart

NOTICE OF ELECTION

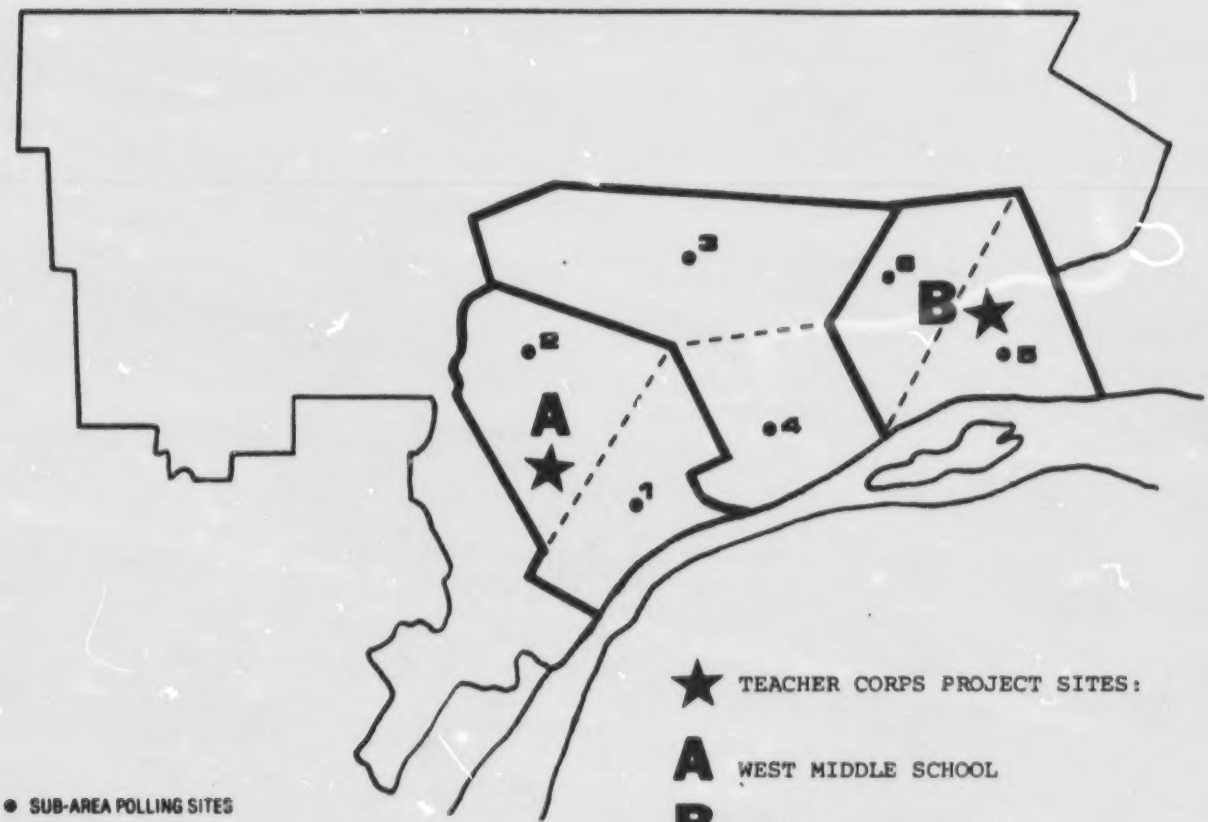
for the Welland University/ Trimble School District

Teacher Corps Community Council

Tuesday, October 10, 1978

7:30 10:30 PM

Area Map and Polling Sites



★ TEACHER CORPS PROJECT SITES:

A WEST MIDDLE SCHOOL

B EAST MIDDLE SCHOOL

● SUB-AREA POLLING SITES

1. West Middle School
2. Guelph Elementary
3. Wood High School
4. Morris Elementary
5. East Middle School
6. Willowdale Elementary

The purpose of the Teacher Corps Community Council is to assist the public schools in improving the educational opportunities for children from lower income families.

Any resident of the district 18 years of age or over is eligible to vote

YOU MUST VOTE AT A POLLING LOCATION IN THE SUB-AREA IN WHICH YOU LIVE

1. Election Notice

A Notice of Election should include the following items:

1. The date and time of the election.
2. The name of the Teacher Corps project.
3. An area map showing the Teacher Corps sites and the polling sites.
4. A listing of the project sites.
5. A listing of the sub-area polling sites.
6. A statement related to the purpose of the Teacher Corps Community Council.
7. A statement on voter eligibility and registration.
8. Special instructions pertaining to voting at polling sites.

Election Calendar

ELECTION CALENDAR 1978

July 31	- Teacher Corps Project Information Meeting at all School Sites in Project Area
August 11	- Nomination Petitions Available
August 15	- Nomination Meeting
August 25	- Last Day for Filing Petitions
August 31	- Candidate Certification
September 1 to September 8	- Expressed Challenge Period for Candidates
September 11 to October 9	- Campaign Period
October 10	- Election Day
October 11 to October 20	- Challenge Period for Voting
October 23	- Election Certified

2. Election Calendar

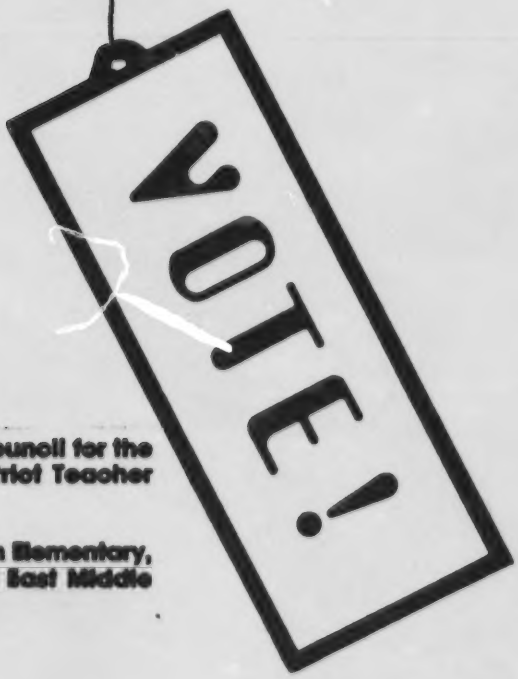
An election calendar is developed well in advance of an election for two purposes:

1. It is used by election organizers and election boards to serve as a time schedule for election activities.
2. It is used for public information to announce events related to the election.

Election calendars begin with events planned for organization purposes and detail specific dates for all related election activities. This information is disseminated as early as possible in order to facilitate and promote awareness as well as support.

For the election of the Teacher Corps Community Council to serve the Trimble School District.

TUESDAY, OCTOBER 10, 1978
7:00 to 11:00 P.M.



Vote for members of the Community Council for the Welland University/Trimble School District Teacher Corps Project.

Polling Sites: West Middle School, Guelph Elementary, Wood High School, Morris Elementary, East Middle School, Willowdale Elementary.

Call 592-6362
For More Information

3. Voter Promotional and Publicity Notices

Promotional notices may be placed in newspapers, flyers, brochures and on radio and TV. The purpose of the notices are to provide information on the Community Council election well in advance of the election date. A publicity program which utilizes a variety of media spaced throughout the election period will provide information to a higher percentage of voters and keep the information timely.

Included in the notice should be:

1. Purpose of election
2. Date and time of election
3. Polling sites
4. Phone number or address where additional information may be obtained.

Nomination Petition

The undersigned hereby nominate _____ for the Welland University/Trimble School District Teacher Corps Community Council.

Signature	Address

4. Nomination Petition

A nomination petition is a list of signatures of individuals from the voter's district supporting the nomination of a person. The required number of signatures is determined by the election board. The signatures do not necessarily indicate that those people will vote for the prospective candidate but, rather, that they feel the person is qualified to run for the Community Council.

A limit should be placed on the amount of time allowed to obtain signatures. The petition is registered with the Community Council election official. The signatures can then be matched with the list of eligible voters for purposes of validation, if required.

VOTER ELIGIBILITY LIST pg.___

Project _____

No.	Name	Address	Phone

5. Voter Eligibility List

A voter eligibility list is used by the election board to record all persons who have met the criteria to vote in the Community Council election. The Teacher Corps election board may want to formulate their own list and therefore it would be necessary to conduct a voter registration. The election board should remember that this process is very time consuming.

An alternative would be to utilize existing lists. Lists of voters for local state and federal elections are usually available from the city or county clerk's office. The local school office may have a list of voters who are eligible to vote in school board elections. Census lists prepared by school districts may also be helpful.

SAMPLE

VOTER VERIFICATION LIST

1. William C. Brown
   66 South Gate Street
   (Guelph Elementary School)

   William Brown
   (signature)

2. Lois C. Browning
   14 Lancaster Street
   (East Middle School)

   .....

3. Nancy Gold
   34 South Deer Street
   (West Middle School)

   .....

4. George Lewis
   775 Main Street
   (Morris Elementary)

   .....

5. Joseph Romaniski
   76 Keele Street
   (Wood High School)

   .....

6. Geraldine Strother
   131 London Avenue
   (East Middle School)

   .....

7. Susan Tilling
   39 North Sutton St.
   (Wood High School)

   .....

8. Scott Wehlage
   42 Boman Avenue
   (Morris Elementary)

   .....

9. Rhonda Wheaton
   23 Bluefield Drive
   (Guelph Elementary)

   .....

6. Voter Verification List

The voter verification list is the final list of individuals who will receive a mail ballot, or a ballot at the poll site, or a ballot at the convention site. The list is used to cross-check signatures, names and addresses or ballot numbers assigned.

In preparing for an election, a Teacher Corps project will need a list of eligible voters. Sometimes lists are available from such sources as schools, city and county election boards, and other agencies which may have residency or census information. It is projected that most Teacher Corps projects will probably have to generate their own list and therefore a form of voter registration should take place. This form is offered as a sample of verification lists used in political elections and may well be adopted for use in the project.

Teacher Corps Community Council Election October 10, 1978

VOTERS GUIDE

Election '78 : A Public Forum
The Welland University/Trimble School District
Teacher Corps Project is sponsoring
a Public Forum on Thursday, Sept. 28 at 7:30 p.m.

The public is invited to meet the candidates and ask questions.

POLLS OPEN 6:30 p.m. to 11:00 p.m., Tuesday, October 10

Teacher Corps Director
Jane Woodrow
592-5006

Election Committee
Chairperson
Connie Perdeau
592-6022

The Candidates

VADA TOPPING, 20 Columbia Ave., Willowdale, Age: 51
Education: High School Graduate (Wood High School)
Occupation: Self-employed Businesswoman

Q. Why are you willing to serve on the community council?

A. Willowdale has been my home for over 30 years/I feel that the educational system needs improvement and I want to be involved in improving the educational opportunities for all youth, particularly the children from lower income families.

Q. What improvements would you work for?

A. I am dedicated to the belief that every child should be given the highest quality instruction possible. I would support instructional strategies that improve the reading and writing skills of all children — especially the children who have not been given the opportunity.

RICHARD TAYLOR, 102 South May Street, Guelph, Age: 42
Education: High School Graduate (Wood High School)
Occupation: Sales Clerk

Q. Why are you willing to serve on the community council?

A. I see this as an opportunity to serve the disadvantages. For years . . .

7. Voter's Guide

A voter's guide is used for public information purposes to announce the details of the Community Council election. It is usually disseminated to strategic places throughout the voting district well in advance of the election date.

Information on the guide usually includes:

1. Project identification
2. Date of forum(s) held prior to election
3. Election date and time polls will be open
4. Names of contact persons
5. List of descriptive information on candidates.

Sample Ballot

No. 167 Teacher Corps
Community Council Election
Monday, October 10, 1978

Official Ballot

WELLAND UNIVERSITY

TRIMBLE SCHOOL DISTRICT

TEACHER CORPS PROJECT

Instructions: Mark "X" in the box beside each candidate of your choice. Fold and place the ballot in the ballot box.

1. John Barns ☐
2. Margie Butler ☐
3. Michelle Jose ☐
4. Susan Miller ☐
5. Jack Moon ☐
6. Joseph Sligo ☐
7. Stan Smith ☐
8. Sally Toth ☐
9. Norma Tucker ☐
10. Ralph Ullman ☐

No. 167

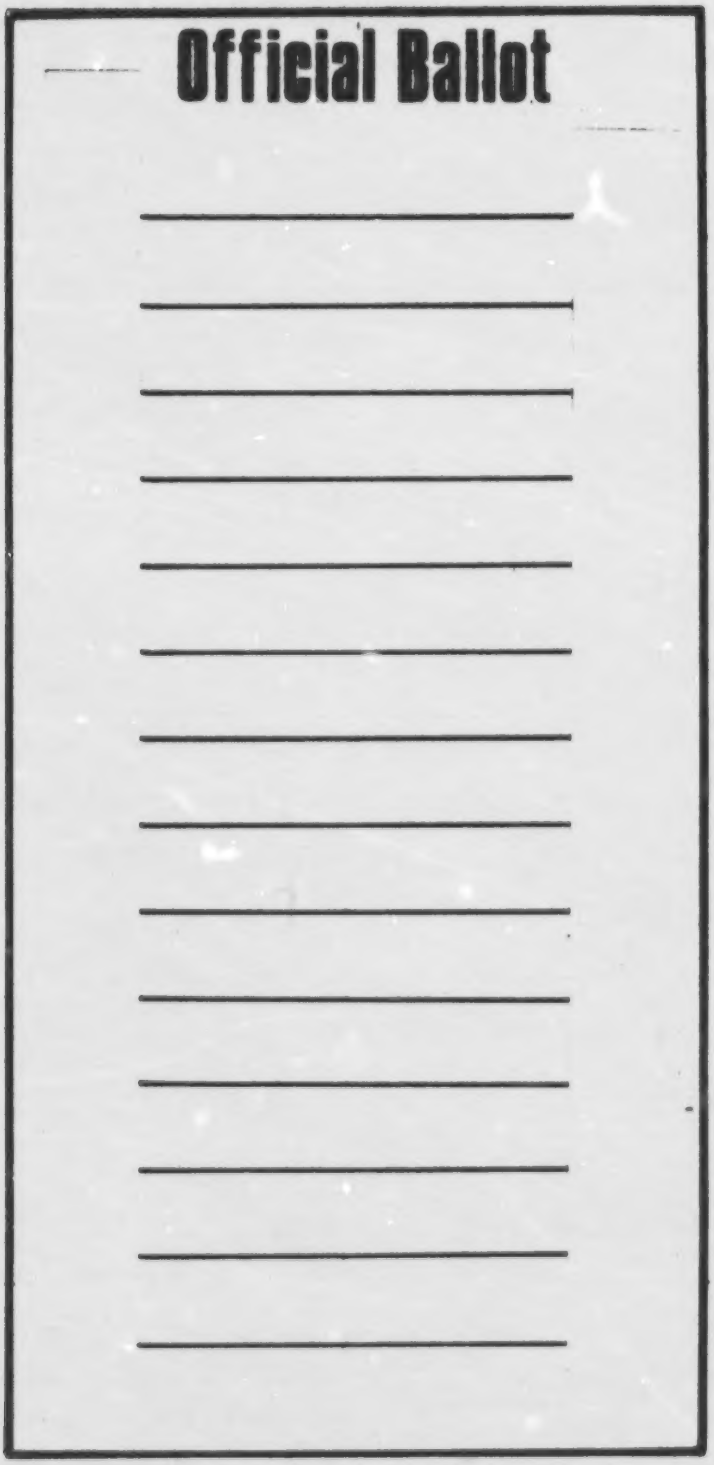
.....

8. A Ballot

An official ballot should include the following items:

1. The title and date of the election.
2. The name of the Teacher Corps project.
3. Instructions on how to vote should be clearly stated.
4. The names of the candidates may be listed in alphabetical order; however, the order in which the candidates' names appear on the ballot may also be decided by other fair and approved methods (see situation #12 in Part I).
5. The ballots should be numbered for security purposes. If the ballot is commercially printed, be sure to instruct the printer to consecutively number the ballots. Since printed numbers are more costly, numbers may be handwritten after receiving the ballots from the printer.
6. A space should be provided for the initials of the election officer.

Convention Ballot Sample...



9. Convention Ballot

When a convention election is held, counting of votes is done either by tallying the number of hands raised, when requested to do so, or by writing the candidate's name(s) on a paper ballot. The disadvantages of voting by show of hands is discussed in Part I. The paper ballot offers a more accurate approach to the counting of votes.

The paper ballot may simply be a plain piece of paper passed to voters, but it is recommended that an official ballot, such as the sample, be used in order to provide for a fair and legal election.

The ballots are printed for the Community Council election and are numbered consecutively to accommodate record keeping.

APPLICATION FOR ABSENT VOTER'S BALLOT

FOR THE TEACHER CORPS COMMUNITY COUNCIL ELECTION TO BE HELD_____ 19__

YOU CANNOT VOTE UNLESS YOU ARE REGISTERED

I, _____ a duly qualified elector of The Trimble School District
(PRINT NAME)

registered from: _____

hereby make application for an official ballot, to be voted by me at such election.

The grounds on which I base my request are: (CHECK APPLICABLE REASON)

- ☐ I expect to be absent for the entire time the polls are open on election day.
- ☐ I cannot attend the polls because of the tenets of my religion.
- ☐ I am physically unable to attend the polls without the assistance of another.

Send absent voter's ballot to me at:

_____

_____

I hereby declare the foregoing statements to be true.

SIGN HERE x _____
Signature of Absentee Voter

This application, when mailed must reach us no later than 2 P.M. on the SATURDAY before the Election in which you wish to vote.

ABSENT VOTER'S LIST

(TO BE FILLED IN BY ELECTION COMMITTEE)

Ballot No. _____ Date App. Rec'd _____ Voter No. _____

Ballot No. _____ Date Ballot Mailed _____

Ballot No. _____ Date Ballot Ret'd _____

Remarks _____

_____
Initials of Inspector Approving Application

10. Application for Absentee Ballot

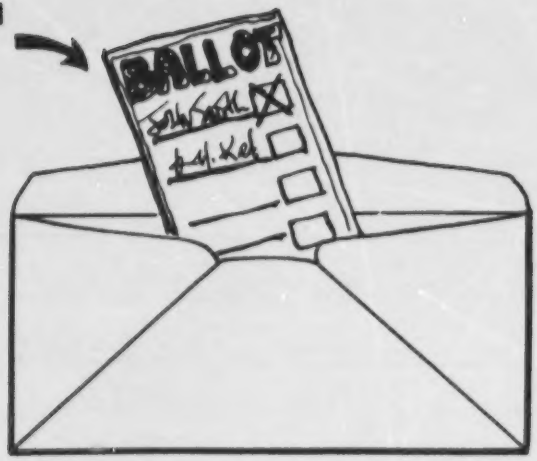
Provisions should be made for the absent voter. As in most elections, the voter seeking an absentee ballot must provide information detailing:

1. The election for which the person is making application
2. The date of application
3. Name and address or voting district
4. Reason for absence
5. Voter's signature
6. Deadline date for receiving absentee ballots

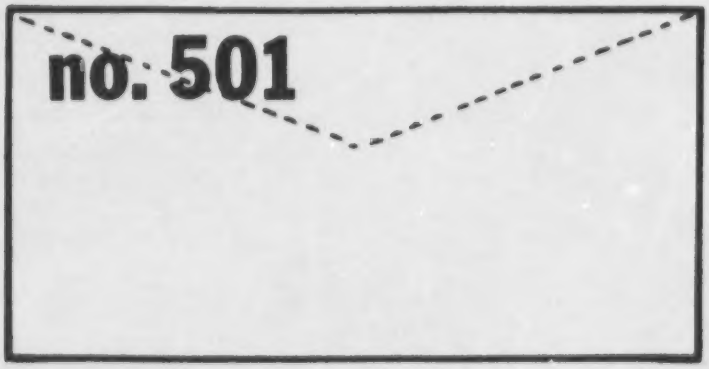
The bottom portion is used for indicating approval or disapproval by the election board. Appropriate action is taken, e.g., the voter is issued a ballot, or if rejected, the voter is given reasons in writing by the election board. The application is then filed with other election records.

11. Mail Ballot Procedure

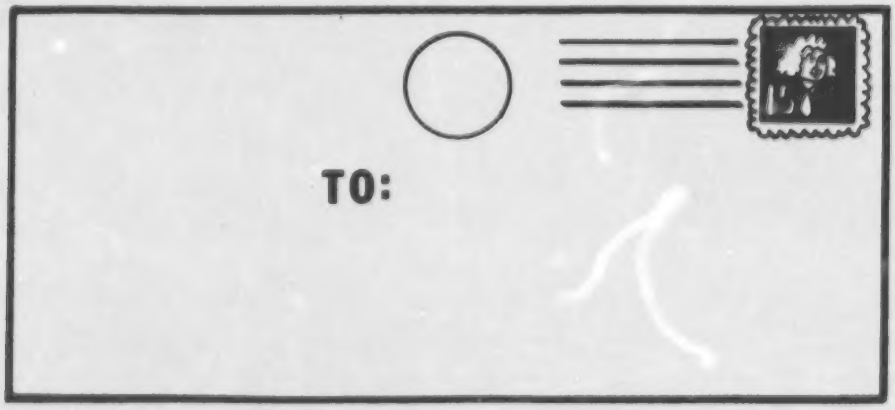
1. Put ballot in unmarked envelope



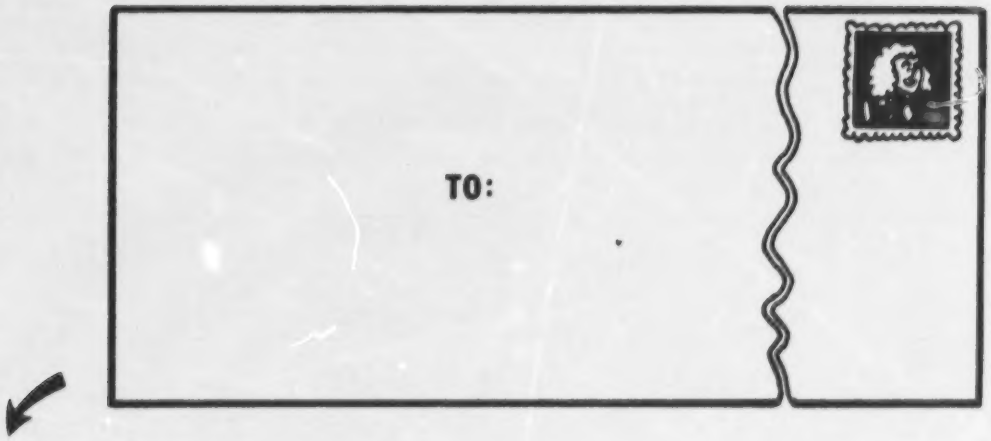
2. Put unmarked envelope in numbered envelope



3. Put numbered envelope in mailing envelope

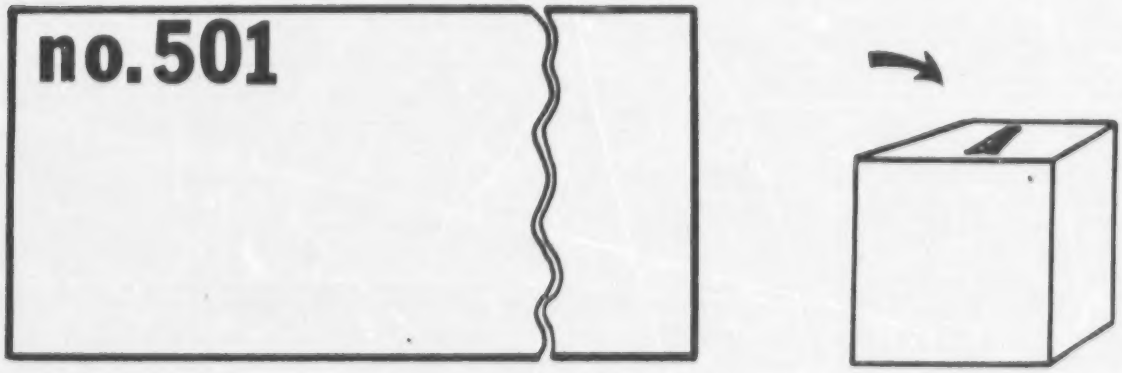


4. Open mailing envelope and remove numbered envelope

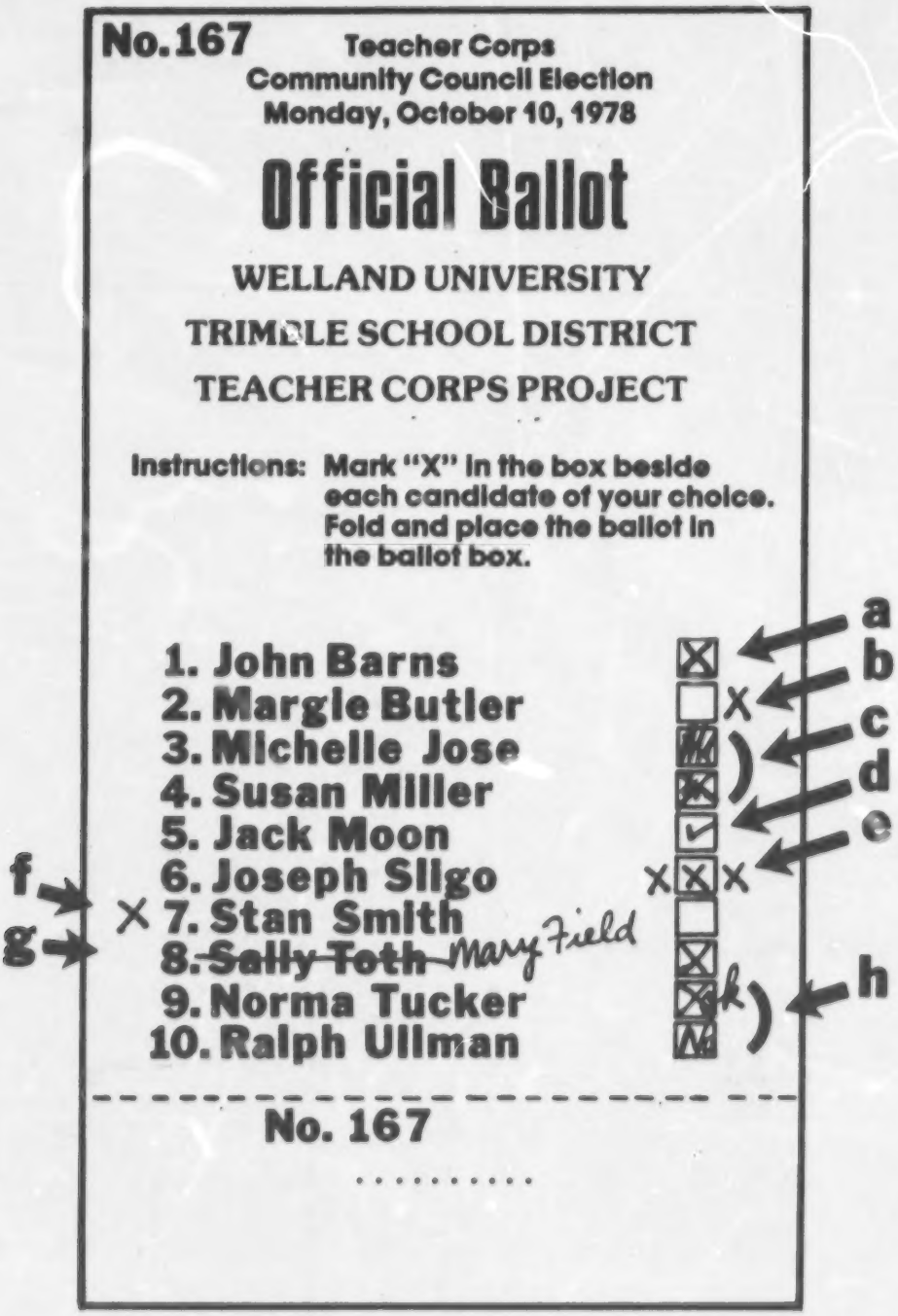


5. Check off number of ballot on voter's list

6. Open numbered envelope, remove unmarked envelope and drop it in the ballot box ...



SPOILED BALLOTS



12. Spoiled Ballots

The letters on the sample ballot indicate some examples of cast votes for the purpose of clarifying the acceptance or rejection of a vote, because of the ballot being considered "spoiled."

Examples given are as follows:

a. A clearly acceptable vote

b. "X" appears outside of box and therefore is considered void

c. Not clear as to the intended vote because of erasure or crossing out

d. A check (✔) rather than an X would be acceptable as long as it clearly indicates the voter's choice

e. Three "X's," two appearing outside of box, intention of voter is not clear

f. X appears to the left and not in appropriate box, vote is void

g. Name is crossed out and write-in appears--void

h. A word appears in the box, intention of voter not clear, invalid.

Poll Percentage Card No. 2

Time	No. of Voters	Cumulative No.	Cumulative %
7-8pm	42	42	5.1
8-9	59	101	12.4
9-10	58	159	19.6
10-11	62	221	27.2

Poll Percentage Card No....

Time	No. of Voters	Cumulative No.	Cumulative %

13. Poll Percentage Card

In order to determine the voter turnout at any given polling site, the election committee must determine the potential number of voters in the sub-area and keep a record of the actual number of voters who vote in the election. Information pertaining to the number of voters who vote is recorded on the poll percentage card. Time intervals can be established and the number of voters for each interval is entered on the card. The cumulative number of voters who actually vote compared to the number of eligible voters provides the basis for calculating the cumulative percentage.

The poll percentage card is used primarily to record the extent of voter participation in the various polling sites located within the school district. This information may be useful to projects in order to document participation and for research purposes.

VOTE CHART Project TRIMBLE

Poll No.	BARNS	BUTLER	JOSE	MILLER	MOON	SLIGO
1	8	12	7	15	16	2
2	3	11	8	12	14	4
3	6	10	9	11	15	3
4	7	9	11	11	12	6
5	4	9	9	6	7	5
6	10	12	13	19	21	10
7						
8						
9						
10						

14. Vote Chart

A vote chart is used for keeping a record of the number of votes cast for the candidates at each polling site. For example, in the Willard University/ Trimble School District Teacher Corps project, six polling sites were identified. The names of the ten candidates are listed across the top of the vote chart. The number of votes received by each candidate at individual polling sites are listed in the appropriate spaces.

VOTE CHART Project_____

Poll No.						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Part III
ELECTION CHECKLIST

Election Checklist

This checklist is offered for your consideration as a guide for preparing for an election, conducting an election, and completing the election process. The checklist covers the initial steps of planning an election to the final counting of votes and reporting of results. It is assumed that the temporary project team will be called together to initiate the Community Council election process.

1. Decide who will organize the election. ☐
2. Conduct election organizational meeting. ☐
3. Establish Election Board. ☐
4. Decide on election headquarters. ☐
5. Organize public information activities schedule. ☐
6. Study project demographies and unique characteristics of community. ☐
7. Develop a polling map and post in election headquarters. ☐
8. Prepare election board meeting schedule. ☐

9. Develop election calendar. ☐

10. Develop election rules. ☐

11. Select election assistants and workers. ☐

12. Develop an election notice. ☐

13. Develop nomination procedure. ☐

14. Develop public request for nominations. ☐

15. Organize social activities for disseminating election information. ☐

16. Train election workers. ☐

17. Collect community needs information related to election. ☐

18. Seek volunteer assistance. ☐

19. Develop voter eligibility list. ☐

20. Repeat public information and announcements regarding project and election. ☐

Polling Place Method

43. Tally votes and record results. ☐

44. Prepare official statement of results. ☐

45. Release official statement of results. ☐

46. Prepare voting records for safe keeping. ☐

47. Respond to challenges during challenge period. ☐

48. Prepare official statement for any challenges. ☐

49. Store records. ☐

50. Arrange for first meeting of elected Community Council. ☐

Convention Method

43. Prepare voting records for storage. ☐

44. Arrange for first meeting of elected Community Council. ☐

Mail Ballot Method

43. Respond to challenge and prepare official statement, if necessary. ☐

44. Store election records. ☐

45. Arrange for first meeting of elected Community Council. ☐

Polling Place Method		Convention Method		Mail Ballot Method	
29. Identify polling site(s).	☐	29. Select a parliamentarian.	☐	29. Formulate mailing procedures (see Mail Ballot Procedures, Part II of this document).	☐
30. Solicit and encourage candidates from identified voting areas.	☐	30. Recruit candidates for Community Council.	☐	30. Arrange for a post office box or central receiving location to collect mailed ballots.	☐
31. Prepare publicity on candidates for dissemination.	☐	31. Select convention site.	☐	31. Solicit and encourage candidates for Community Council election.	☐
32. Disseminate additional election notices.	☐	32. Select convention workers and chairperson to conduct the convention election.	☐	32. Prepare and distribute publicity on candidates.	☐
33. Identify poll workers.	☐	33. Train election workers and chairperson.	☐	33. Identify election workers.	☐
34. Train pollworkers.	☐	34. Prepare list of equipment and materials for convention election site.	☐	34. Train election workers.	☐
35. Prepare a list of equipment and materials to be used at polling site(s).	☐	35. Distribute follow-up publicity on election.	☐	35. Prepare ballots for printing.	☐

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Polling Place Method	Convention Method	Mail Ballot Method
36. Arrange to have equipment and materials delivered to polling place. ☐	36. Review checklist and revise election activities, if necessary. ☐	36. Number ballots for identification, recording and validation. ☐
37. Review checklist and revise election activities, if necessary. ☐	37. Distribute pre-election publicity. ☐	37. Prepare election announcements for dissemination. ☐
38. Assure that polling places will be opened and staffed. ☐	38. Check final preparations for convention, e.g. election materials, site ☐	38. Review election checklist and revise activities, if necessary. ☐
39. Have someone prepared and available to respond to questions and challenges at polling place. ☐	39. Conduct convention election. ☐	39. Arrange for mailing ballots with appropriate instructions. ☐
40. If necessary, establish telephone network to report to election headquarters. ☐	40. Election workers tally votes. ☐	40. Receive ballots, record numbers and store sealed ballots until predetermined date for opening ballots. ☐
41. Assign poll workers to observe polling and give reports periodically to election headquarters. ☐	41. Election board responds to challenges and prepares official statement for challenges, if necessary. ☐	41. Arrange space for and have election workers tally votes. ☐

21. Encourage interest and participation of identified community leaders. ☐

22. Develop strategies for equalizing representation of candidates. ☐

23. Decide on election method. ☐

24. Analyze resource needs--budget, materials, printing, etc. ☐

25. Disseminate election notices. ☐

NOTE: Depending upon the election method selected, election activities will vary from this point.

Polling Place Method	Convention Method	Mail Ballot Method
26. Establish specific election rules to accommodate a polling place election method. ☐	26. Establish specific election rules to accommodate a polling place election method. ☐	26. Establish specific election rules to accommodate a mail ballot election method. ☐
27. Arrange additional informational meetings. ☐	27. Arrange additional informational meetings. ☐	27. Arrange additional informational meetings. ☐
28. If necessary, select consultant for election process. ☐	28. If necessary, select consultant for election process. ☐	28. If necessary, select an election consultant for mail ballot method. ☐

BULLETINS
1st Council meeting Friday
ALL DONE!!!!

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